INSTRUCTIONAL WORKSHEET - FY14 TNA Data Collection Tool

GENERAL INSTRUCTIONS FOR ALL WORKSHEET SECTIONS:

Print and use these instructions to complete this TNA Data Collection Tool

- List one 1 organization code per Data Collection Tool
- Space is limited - List only 1 course title per row
- Do not duplicate needs; only list the Training Need in one section, (i.e. if there is a Training Need that falls under Mission Critical Training and under Development Programs, only list the Training Need in one section).

Do not delete or add any sections, rows, or worksheets

- If an area in the Data Collection Tool is not applicable to your organization, leave it blank
- For each Training Need identified:
  - Identify a course title (type the full course title)
  - Indicate the number of employees that require this Training Need
  - Make sure a course cost is listed (If no course cost is listed, "research" and provide cost)
  - Indicate the priority level (if your organization requires priority level) (see "Training Priority" in the
  - Reference worksheet)

OVERVIEW OF WORKBOOK CONTENTS:

> **Reference**   Lists Training Priority Levels and Glossary of Terms

Training Priority Levels
- A table defining the Training Priority scale (1-4) that is used in the Assessment Tool (for organizations who choose to use this priority system)

Glossary of Terms
- Lists terms to be familiar with when filling out the Assessment Tool

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| I.Org Info | Identifying Information for your Organization |

(When completing this Section, also refer to the: GENERAL INSTRUCTIONS FOR ALL SECTIONS)

Section I. Organization Information

- Ten Digit Organization Code: The 10-digit code of the organization for which you are completing this Assessment Tool. (Note: only 1 organization code per tool), please verify accuracy of the information
- Organization Name: Automatically populates when the 10-digit organization code is entered
- Training Point-of-Contact: the name of the TPOC filling out the Assessment Tool
- Phone Number: TPOC's phone number
- Email: TPOC's email

| II. Mission Critical Need | Mission Critical Training: Includes Critical Occupations and DOE Certification Programs |

(When completing this Section, also refer to the: GENERAL INSTRUCTIONS FOR ALL SECTIONS)

Section II. Mission Critical Training

- Training that is critical to the organization's mission, which will have been identified by the organization. MCO is a job position that is critical to the mission of the organization. For TNA, the organization should identify training needs to support that MCO.

Mission Critical Occupation Example: Nuclear Scientist job position – list a training/course that is critical to this occupation

| III. Other Needs | Other Needs: Training not specified as "Mission Critical"; however, it is important to the mission of the organization or employee development. |

Section III. Other Needs Training – Non Mission Critical

- Training that is "not" critical to the organization's mission as identified by the organization. Other Needs training is specific to each organization and employee's workplace development needs.

| IV. Dev. Programs | Development Programs that are commonly used by DOE employees |

(When completing this Section, also refer to the: GENERAL INSTRUCTIONS FOR ALL SECTIONS)

Section IV. Development Programs

- These programs may be corporately sponsored by DOE or NNSA. Some programs may have a maximum allotment for participation and specific tuition costs.

| V. Competency Area | A **competency** is defined by the Office of Personnel Management (OPM) as a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that are needed to perform work roles or occupational functions successfully. Competencies are developed, attained, and sustained through training, rotational and developmental assignments, experience (both professional and personal), education, and self development. |

(When completing this Section, also refer to the: GENERAL INSTRUCTIONS FOR ALL SECTIONS)

Section V. General Competencies

- **Fundamental competencies** are often referred to as universal or threshold competencies and consist of the following six competencies:
  - Interpersonal Skills
  - Oral Communication
  - Integrity/Honesty
  - Written Communication
  - Continual Learning
  - Public Service Motivation

- **Leadership qualifications** define the categories needed to build a federal corporate culture that drives for results, serves customers, and builds successful teams and coalitions within and outside the organization. OPM has defined the following five categories:
  - **Leading Change** - the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this qualification is the ability to establish an organizational vision and to implement it in a continuously changing environment.
  - **Leading People** - the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this qualification is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
  - **Results Driven** - the ability to meet organizational goals and customer expectations. Inherent to this qualification is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
  - **Business Acumen** - the ability to manage human, financial, and information resources strategically.
  - **Building Coalitions** - the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

| VI. PMCPD-ACMP-Professional Skills | DOE Certification and Internal Training Programs |

(Please identify the courses needed under this section and list them under section II. Mission Critical Needs)

- DOE Certification Programs/$Zero Cost (Training that supports certification programs for DOE)
    - Project Management Career Development Program - FPDs and candidates
    - Acquisition Career Management Program